

	<h1>Crime Analyst I</h1> <h1>Crime Analyst II</h1>
<b>General Information</b>	
<b>Classification Code:</b>	MGTANL
<b>Effective Date:</b>	April 12, 2022
<b>Pay Grade:</b>	C41 – C42
<b>FLSA Status:</b>	Exempt

## Position Summary

The Crime Analyst performs complex professional and statistical analysis related to law enforcement data, including evaluation of use of force and criminal activity trends and patterns; performs research, prepares reports, and disseminates information used in making business decisions; assists with administering database and tracking systems, maintaining datasets, and presenting information in a variety of formats; and performs related duties as required.

## Classification Characteristics

The Crime Analyst position fall under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels and may include supervision of lower-level support staff or lead responsibilities. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

**Crime Analyst I** - Employees at this level generally have minimal professional experience and perform more day-to-day routine and recurring activities for which there are defined processes, procedures, instructions, models, and precedents. Operates at the tactical and transactional levels. As experience is acquired, employees are expected to perform with increasing independence. This level requires a general knowledge of basic analytical processes and program knowledge and the ability to interpret a variety of data.

**Crime Analyst II** – This is the fully journey level in the Management Analyst series. The Crime Analyst II differs from the Management Analyst I by the level of complexity, sensitive, independence, and the diversity of assignments. Employees assigned to this classification have full responsibility for a variety of diverse data analysis activities, including developing and/or refining policies, procedures, and related items. Employees have also demonstrated the knowledge and the ability to deal independently with complex and sensitive issues; lead or manage small to mid-sized projects; they work independently with minimal supervision and receive only occasional instructions or assistance as new or unusual situations arise.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:

- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

<b>Essential Duties</b>	
<i>The duties listed below are a typical sample; position assignments may vary.</i>	
1	Communicates in person and in written format with sworn and professional staff. Attends internal meetings and briefings to gather and disseminate information. Tracks emergent crime trends. Analyzes crime incident and use of force data.

Essential Duties	
2	Conducts research to provide and incorporate a variety of crime analysis and statistics; identifies research goals and objectives and manages project timelines; formulates theories regarding crime trends and patterns; reports on chronic conditions, use of force, hot spots, and problem locations; identifies research objectives independently or in a team setting.
3	Prepares reports for internal or community review that may include narrative, statistics, mapping, charts and other information. May present reports at internal or community meetings (City Council, local community group, etc.).
4	Gathers, compiles, maps and analyzes qualitative and quantitative information and statistical data from a variety of internal and external sources. Utilizes a variety of data bases, datasets, and computerized tools to perform analysis, including creation of custom queries to extract data.
5	Keeps informed of trends and issues involving crimes and police practices, along with social, economic, and political issues on a local and nationwide basis.
6	Establishes and maintains professional, effective, and positive working relationships with those contacted in the course of work including the public, employees, volunteers, other law enforcement agencies, diverse groups and individuals, and the media. Partners and collaborates with other law enforcement agencies.
7	Performs other duties of a similar nature or level, as assigned.

Functional Specific Responsibilities
N/A

Qualifications
<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Crime Analyst I</u></b> – Bachelor’s Degree in a related field and 0-2 years of relevant professional experience or an equivalent combination of education and experience.</li> <li>• <b><u>Crime Analyst II</u></b> – Bachelor’s Degree in a related field and 2-5 years of relevant professional experience or an equivalent combination of education and experience.</li> <li>• Must pass a comprehensive personal history background investigation.</li> </ul>
<p><b>Licensing/Certifications:</b></p> <ul style="list-style-type: none"> <li>• Ability to pass Criminal Justice Information Services (CJIS) clearance within 60 days of employment. Must be maintained during employment.</li> <li>• Possession of or ability to obtain a Law Enforcement Data System (LEDS) certification within 6 months of hire and renewal every two years.</li> <li>• International Association of Crime Analysts Certification, preferred.</li> </ul>
<p><b>Technology Skills:</b></p> <ul style="list-style-type: none"> <li>• Analytical or scientific software —Statistical analysis software; Power BI; Tableau.</li> <li>• Cloud-based data access and sharing software — Microsoft SharePoint.</li> <li>• Data base user interface and query software —Microsoft Access; Microsoft SQL Server; Structured query language SQL.</li> <li>• Electronic mail software — Email software.</li> <li>• Geographic information system — ESRI ArcGIS software; ESRI ArcView; Geographic information system GIS software; Google Earth Pro.</li> <li>• Graphics or photo imaging software — Graphics creation software; Photo enhancement software.</li> <li>• Information retrieval or search software — LexisNexis.</li> <li>• Internet browser software — Web browser software.</li> </ul>

## Qualifications

- Office suite software — Microsoft Office.
- Presentation software — Microsoft PowerPoint.
- Process mapping and design software — Flowcharting software.
- Professional standards software — IAPro.
- Spreadsheet software — Microsoft Excel.
- Word processing software — Microsoft Word

### Knowledge Required:

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Computers and Electronics — Knowledge of computer hardware and software, including applications.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations and interrelationships.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Sociology— Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

### Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Coordination — Adjusting actions in relation to others' actions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Qualifications	
<ul style="list-style-type: none"> <li>• Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.</li> <li>• Instructing — Teaching others how to do something.</li> <li>• Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.</li> <li>• Service Orientation — Actively looking for ways to help people.</li> <li>• Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.</li> </ul>	
<b>Abilities:</b> <ul style="list-style-type: none"> <li>• Written Comprehension — The ability to read and understand information and ideas presented in writing.</li> <li>• Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).</li> <li>• Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.</li> <li>• Written Expression — The ability to communicate information and ideas in writing so others will understand.</li> <li>• Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.</li> <li>• Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).</li> <li>• Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.</li> <li>• Oral Expression — The ability to communicate information and ideas in speaking so others will understand.</li> <li>• Near Vision — The ability to see details at close range (within a few feet of the observer).</li> <li>• Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.</li> <li>• Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.</li> <li>• Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).</li> <li>• Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.</li> <li>• Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.</li> <li>• Selective Attention — The ability to concentrate on a task over a period of time without being distracted.</li> </ul>	

Physical Requirements												
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)		Occasionally 11-35% (Up to 3 hrs.)		Frequently 36-75% (3-6 hrs.)		Continuous 76-100% (6+ hrs./day)				
	0%	1-10%	11-35%	36-75%	76-100%			0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL						
Standing			X			0-10 lbs.			X			
Sitting					X	11-20 lbs.		X				
Walking – Even Surface			X			21-50 lbs.		X				

Physical Requirements											
Walking – Uneven Surface	X					51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
<b>MOVEMENTS</b>						<b>ENVIRONMENTAL HAZARDS</b>					
Bending/Stooping		X				Indoors					X
Twisting		X				Outdoors		X			
Crawling	X					Dust	X				
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward		X				Noise – Low		X			
Reach – Backward	X					Noise – Moderate	X				
Climbing – stairs	X					Noise – High	X				
Climbing - ladder	X					Low Light		X			
<b>USE OF HANDS</b>						Heat		X			
Grasping – whole hand		X				Cold		X			
Grasping – pinch grip		X				Restricted workspace	X				
Fine manipulation/feeling			X			Vibration – whole body	X				
Keyboarding					X	Vibration - extremity	X				
<b>LIFT/CARRY</b>						<b>JOB SPECIFIC</b>					
0-10 lbs.		X				Driving – vehicle/equipment		X			
11-20 lbs.		X				Operate foot controls		X			
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking			X		
76-100 lbs.	X					Hearing			X		
						Extended work hours		X			

Classification History
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Created 08.2021  
04.2022 – Finalized by HR

**I have reviewed the job description.**

**Employee: Name**\_\_\_\_\_ **Signature**\_\_\_\_\_ **Date**\_\_\_\_\_